



Gear Order Form

*Turn completed order forms and money into David Galpin.

**Orders will be placed at the beginning of each month.

Name:	Department:
Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Payroll deduction (RT Staff only)

Design	Color	Size	Quantity	Total \$
<i>Example: Here for the Party Long Sleeve Shirt</i>	<i>Black Heather</i>	<i>L</i>	<i>1</i>	<i>\$22</i>
<i>Example: RT Nutrition Facts T-shirt</i>	<i>Heather Orchid</i>	<i>2XL</i>	<i>1</i>	<i>\$25</i>
Total \$				

<i>For Business Dept. and Person Placing Order</i>			
Paid: Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	Initials:
Ordered on:			Initials:
Received on:			Initials: